

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Senior Engineering Technician/Coordinator**

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------------------------|
| <b>BAND</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>GRADE</b>                     |                                   |
| <b>NE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>623</b>                       |                                   |
| <b>DEPARTMENT:</b><br>Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>ACCOUNTABLE TO:</b><br>Varies | <b>FLSA STATUS:</b><br>Non-exempt |
| <p><b>CLASS SUMMARY:</b> Incumbents are responsible for performing paraprofessional work and coordinating the activities of Public Works projects. Duties include: maintaining project log books and files, scheduling and monitoring projects in progress, performing design and drafting work; preparing plans and specifications; conducting traffic studies, preparing technical reports, downloading traffic signal information and producing reports, inspecting public works projects and all work in the public right-of-way, performing quality control testing, performing contract administration activities, representing the City at meetings and on committees, reviewing subdivision plats and improvement plans and giving presentations.</p>           |                                  |                                   |
| <p><b>DISTINGUISHING CHARACTERISTICS:</b> This is the third level of a six level engineering series. The Engineering Technician/Coordinator is distinguished from the Engineering Technician in that the Engineering Technician/Coordinator has project management responsibilities. The Engineering Technician/Coordinator is distinguished from the Sr. Engineering Technician/Coordinator in that the Sr. Engineering Technician/Coordinator manages more complex engineering design and project management functions and provides Lead direction to the Engineering Technician/Coordinators. It is further distinguished from the Project Manager in that the Technician/Coordinator does not perform professional engineer work requiring a bachelor's degree.</p> |                                  |                                   |

| <b>DUTY NO.</b> | <b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)                                                                                                                                   | <b>FRE-QUENCY</b> |  |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|
| 1.              | Acts as project manager on complex Public Works projects by performing engineering design and review on projects; responding to citizen inquiries; developing annual street, water or wastewater maintenance programs; inspecting public works projects; updating long-term maintenance schedules; developing project plans; implementing changes;and, approving and processing invoices for projects. | Daily             |  |

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|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|
| 2.              | Provides lead direction to to Engineering Technician/Coordinators on office policies, practices and procedures, design and inspection of public works projects and work within the public right-of-way.                                                              | Daily             |  |
| 3.              | Receives and responds to public complaint requests to include: acting as a liaison with citizens and other departments, resolving or facilitating resolution on construction related conflicts and recommending alternative courses for action/implementation.       | Daily             |  |
| 4.              | Approves right-of-way permit applications, water and sewer service applications, and hot tap applications.                                                                                                                                                           | Daily             |  |
| 5.              | Serves on a surveying crew; operates the nuclear density gauge.                                                                                                                                                                                                      | Daily             |  |
| 6.              | Completes and maintains project log books, records and files.                                                                                                                                                                                                        | Daily             |  |
| 7.              | Coordinates City's aerial mapping activities; creates and modifies maps, diagrams and drawings.                                                                                                                                                                      | Daily             |  |
| 8.              | Obtains easements, permits and other required construction related documents; prepares various agreements with private developers and other governmental agencies.                                                                                                   | Daily             |  |
| 9.              | Performs standard and quality control testing and/or orders detailed testing, including concrete testing, analyzes results.                                                                                                                                          | Weekly            |  |
| 10.             | Assists in refining department standard operating procedures and ensures compliance with federal, state and local laws and programs.                                                                                                                                 | Weekly            |  |

Rev. 10/07

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|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|
| 11.             | Programs traffic counters, sets-up and retrieves counters, downloads traffic signal information and produces reports.                                                                                                                                                | Weekly            |  |
| 12.             | Prepares technical reports and gives presentations on projects, attends pre-application meetings.                                                                                                                                                                    | Weekly            |  |
| 13.             | Performs other duties of a similar nature or level.                                                                                                                                                                                                                  | As Required       |  |

**Knowledge** (position requirements at entry):

Knowledge of:

- Standards and practices governing Public Works construction and Right-of-Way;
- Mathematical computations;
- Standard civil engineering practices;
- Inspection and testing procedures;
- Federal, state and local laws, codes and regulations;
- Construction techniques and activities;
- Surveying principles and practices.

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**Skills** (position requirements at entry):

Skill in:

- Preparing engineering drawings and designs;
- Applying project management techniques;
- Preparing clear and concise reports;
- Performing moderately complex mathematical calculations;
- Preparing cost estimates;
- Using surveying equipment;
- Operating related equipment;
- Performing standard testing;
- Using computers and related software applications;
- Reading and interpreting drawings and specifications;
- Reviewing plans and drawings;
- Developing agreements;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Associate's Degree in a related field and ten years of public works construction inspection experience or a related field, including four years of AutoCad experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Positions may require the following certifications:

- Nuclear Density Testing Certification.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, sitting, standing, walking, pushing, pulling, lifting, fingering, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, odors, dusts and travel.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Human Resources/Risk Management (jls)

Date: 07/07

Rev: 10/07 (sjp)

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